



**CONTRA COSTA COUNTY DEPARTMENT OF CONSERVATION & DEVELOPMENT
BUILDING INSPECTION DIVISION
651 PINE STREET, 3RD FLOOR, NORTH WING
MARTINEZ, CA 94553-1295
(925) 335-1177
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RECORDS RESEARCH REQUEST FORM

To expedite your research request, please complete the information below.

Your Name: _____ Date: _____

Your Address: _____ Ph: _____

City/State/Zip: _____ Fax: _____

Address to be researched: _____

Information requested: _____

How would you like to receive the records research data? (Check one)

☐ Fax ☐ Mail ☐ In Person ☐ Fed Ex (Account # _____)

***(We do not fax over 10 pages)**

Please note the following information:

1. Record research is provided on a first-come-first-serve basis. Typically we can provide research data within three working days, however, during busy periods or staff shortages, requests may not be filled on the same day, research can take up to ten days and you will be notified by phone when your request is completed.
2. The fee is \$.10 each for 8-1/2"x11" and \$.20 for larger documents, with a \$1.00 minimum. Copies of plans that are larger than can be reproduced by our equipment will be charged at the actual cost of the outside service bureau.
3. The fee is payable by cash, check, Discover, American Express, VISA or MasterCard. We will notify you of the total amount of fees upon completion of the research.
4. If you are requesting copies of plans, we can only release them to the current homeowner, unless written authorization is obtained. If a licensed architect or engineer has stamped the plans, State Law requires the department to request permission before making the plans available to you. This process could take up to 40 days. If this applies to you, the Records Clerk will supply you with an affidavit to complete, which requires a \$15.00 fee to process the affidavit.

For faxed request, please complete the following:

☐ VISA ☐ M/C Credit Card # _____
☐ Discover ☐ American Express

Expiration Date ____/____/____

Name on Card _____ Signature _____
(Please Print) (Authorizes Credit Card Payment of Fee)